

AAdministrative
Services
Letter

07-06
**Reimbursement of
Professional License Fees
and Membership Dues**



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	07-06
Distribution	All Employees	Date Issued	September 4, 2007
Subject	Reimbursement of Professional License Fees and Membership Dues	Expires	When Canceled
Guide Section	Labor Relations	Reference	Reference: Collective Bargaining Unit Agreements; Government Code Section; Replaces ASL 04-03

The "[Reimbursement of Professional License Fees and Membership Dues](#)" Administrative Services Letter (ASL) has been updated to reflect current collective bargaining agreement provisions.

Reimbursement of professional license fees and organizational membership dues for represented employees is governed by collective bargaining agreements. For non-represented employees, professional membership dues and license fees are governed by Department of Personnel Administration rules 599.921, 599.922 and 599.922.2. Payment of membership dues and professional license fees, when provided, is on a reimbursement basis via a travel expense claim (TEC) processed through the Accounting Office.

Departmental memberships in professional organizations, societies or associations are considered a service and, therefore, must be procured through the Contract and Procurement Services Section.

Questions regarding reimbursement of professional membership dues and/or professional license fees should be directed to the Labor Relations Officer at (916) 323-6753. Questions regarding processing of TECs for reimbursement should be directed to the Accounting Section at (916) 322-8207. Questions regarding Departmental professional organizational memberships should be directed to the Procurement Services Section at (916) 322-6712.

REIMBURSEMENT OF PROFESSIONAL LICENCES FEES AND MEMBERSHIP DUES

In recognition of the professional nature of Air Resources Board employees, the State may provide reimbursement to employees for professional license fees and/or dues for membership in a job-related professional organization, society or association. Employees in Bargaining Units 1, 2, 4, 9, 10, 11, 12, 14 and 21, and non-represented employees are currently eligible for professional license fees and/or job-related professional organization, society or association membership dues reimbursement.

Eligibility criteria for reimbursement of job-related professional organization, society or association membership dues and/or professional license fees for rank and file employees are outlined in detail in [collective bargaining agreements](#). Reimbursement for non-represented employees is governed by Department of Personnel Administration Rules 599.921, 599.922 and 599.922.2. Reimbursement of fees/dues is provided upon receipt of supervisory and Division Chief signature approval via a travel expense claim (TEC). Approved TECs are forwarded to the Accounting Office in the Administrative Services Division for processing and reimbursement. Please note that many collective bargaining agreements contain permissive language, meaning a department “may” reimburse dues and/or membership fees up to a determined amount. It is the supervisor’s responsibility to ensure compliance with governing contract language.

Reimbursement for professional licenses and professional organization, society or association dues will not include any late fees or penalties due to untimely renewal. Late fees and penalties are the responsibility of the employee.

REPRESENTED EMPLOYEES

(See [collective bargaining agreement](#) for entire language):

- SEIU – Bargaining Units 1, 4, 11, 14 and 21

Professional Dues: Employees may be reimbursed for up to fifty dollars (\$50) per year for membership dues in job-related professional societies or associations of the employee’s choice, or for a job-related professional license fee. Both parties agree and understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

Professional License Fees: The State agrees to pay the full renewal cost of professional and/or technical license, certificates, or credentials which are required as a condition of employment.

- CASE – Bargaining Unit 2 (Attorneys)

Bar Dues/Professional Leave: The State shall reimburse or pay directly to the State Bar, the cost of bar dues for each employee for who bar membership is required as a condition of employment.

For Bargaining Unit 2 employees when bar membership is not required as a condition of employment, the State shall either provide reimbursement for bar dues or two (2) days per calendar year of professional leave without loss of compensation, at the option of the Department.

Bar dues reimbursement or payment and professional leave may be prorated for employees who work less than full-time and for employees who work less than a full year. Professional leave credit shall not carry over from year to year.

Local and Specialty Bar Dues: Each department shall reimburse employees for memberships in job-related bar associations, or for job-related specialty sections of the State or a local bar, if State bar membership is required as a condition of employment. The total amount for which employees shall be reimbursed shall not exceed one hundred dollars (\$100) annually for all job-related bar associations, specialty sections, and local bar memberships. Local or specialty bar dues for employees who work less than full-time and for employees who work less than a full year preceding when bar dues must be paid may be prorated.

- **PECG – Bargaining Unit 9**

Professional Dues: Bargaining Unit 9 employees who have an active license in the field in which they are employed shall, regardless of whether the license is required as a condition of employment for their classification (or range within a classification), be reimbursed for dues paid to one job-related professional society or organization. Reimbursement shall not exceed one hundred dollars (\$100) per fiscal year. Employees shall not be reimbursed for late fees or penalties due to untimely renewal of membership.

Professional License Fees: Upon successful completion of the examination for the licenses listed below, the State shall reimburse Bargaining Unit 9 employees for their application fee for the following professional licenses: Engineer, Architect, Landscape Architect, Engineering Geologist, Land Surveyor, Engineer-in-Training, LSIT and Geologist. The State shall also reimburse Unit 9 employees for their renewal fees for the above licenses. The State shall not, however, reimburse employees for late fees or penalties due to untimely renewal.

Licensing Examination - Time Off: The State shall credit eight (8) hours of compensated time off (CTO) upon successful completion of the examination needed to obtain one of the licenses listed above to compensate for that portion of the exam taken on the employee's normal day off. If the employee is scheduled to take an examination for one of the licenses listed above during his/her work day, the employee will be granted State release time to take the examination upon presentation of proof that the employee is scheduled for the examination. Such release time is limited to the time required for the exam and includes reasonable travel time to and from the nearest examination site, not to exceed the normal work shift on the exam day.

- **CAPS (Bargaining Unit 10)**

Professional Dues: In recognition of the professional nature of Unit 10 employees, each department, commission, board, or agency may reimburse a Unit 10 employee a total of up to one hundred dollars (\$100) per year. This is for membership dues in one or more job-related professional societies or associations of the employee's choice. Both parties agree and

understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

Professional License Fees: The State agrees to reimburse permanent full-time employees who are required by law to maintain a license or certification as a condition of employment for the actual cost of the license renewal fees in effect on July 1 of each year.

Certification or Registration – Time Off: A Bargaining Unit 10 employee may be provided up to eight (8) hours of CTO upon successful completion of a certification or registration examination taken during off-duty hours. The certification or registration must be directly related to the employee's scientific specialty and assigned duties and be approved by his/her Division Chief.

NON-REPRESENTED EMPLOYEES

Reimbursement of up to one hundred dollars (\$100) per year may be allowed for membership dues of a professional organization or for a job-related professional license fee. When an employee's job requires a professional license, upon approval of the appointing power, the employee may receive both professional dues and license fees reimbursement not to exceed one hundred dollars (\$100) annually for each. Professional society dues do not include social or community groups, such as the Chamber of Commerce, Rotarians, etc.

DEPARTMENTAL MEMBERSHIPS

Departmental memberships should be directed to the Contract and Procurement Services Section of the Administrative Services Division for processing.

Technical questions regarding Professional Dues applications should be directed to the Labor Relations Section. Questions regarding processing of TECs for reimbursement should be directed to the Accounting Section.